

# Robert Smith

## Asst. Studio Manager

### CONTACT DETAILS

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### PERSONAL STATEMENT

Highly qualified Studio Manager with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

### WORK EXPERIENCE

#### **Asst. Studio Manager**

##### **FLYWHEEL SPORTS - 2015 - 2019**

###### *Responsibilities:*

- Monitor cash control, and execute proper time management through proper planning and delegation.
- Complete studio operational requirements according to company guidelines by assigning tasks.
- Ensure the studio is properly stocked with supplies and merchandise by monitoring supply levels and accurately completing the scheduled inventory and cycle counts.
- Consistently provide feedback, coaching, ongoing training and development to the studio team.
- Maintain studio staff through recruiting, selecting, interviewing, orienting and training qualified candidates.
- Support the success of each employee by developing a succession plan to ensure the ongoing development of all members of the studio team in areas of sales, photography, and customer service.
- Consistently contribute to company objectives by ensuring all operating policies and procedures are followed and by ensuring quality products are delivered to every customer.

#### **Studio Manager**

##### **ABC Corporation - 2012 - 2015**

###### *Responsibilities:*

- Coordinate details of upcoming workshops, serving as main contact for students.
- Communicate with customers and collectors.
- Serve as gallery liaison.
- Manage the scheduling and creation of invoices and record customer transactions.
- Maintain documentation of current studio inventory and update website accordingly.
- Prepare artwork for shipping.
- Register images with the US Copyright Office..

### Education

- (Art Institute of Houston)

### SKILLS

Management/Customer  
Service 10 plus years.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)